

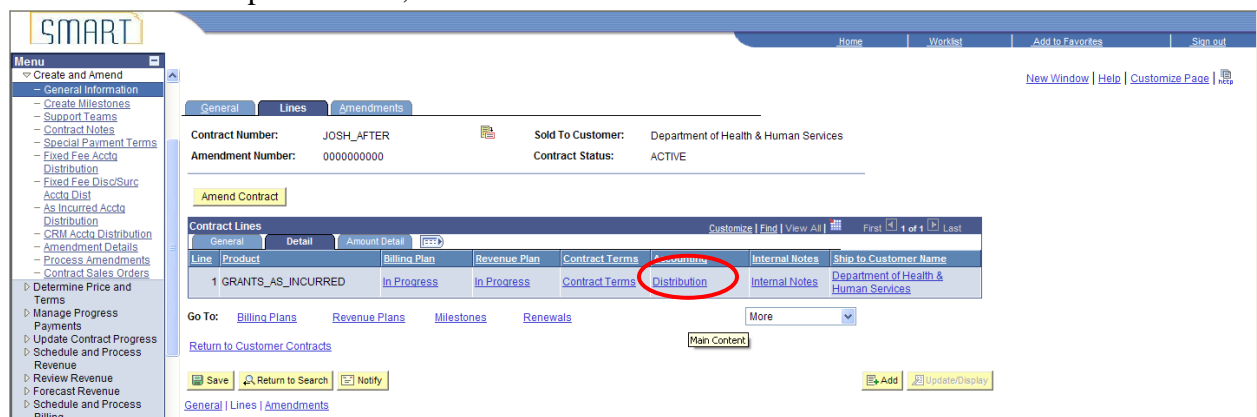
**ROLE:** Agency Customer Contract Manager

**DESCRIPTION OF PROCESS:** We have a small revision to the process for adding Customer Contracts. When you enter a new Customer Contract with a rate-based product line (i.e. GRANTS\_AS\_INCURRED), you will now have to go into the Accounting Distribution page and enter a valid Fund and Budget Unit before you activate the Contract. Otherwise, you will get an error message stating, “The accounting for one or more lines is not valid. Contract cannot be activated.” This will prevent you from activating the Customer Contract, which in turn will prevent you from billing or recognizing revenue against reimbursable project-related transactions. Please note that the Fund and Budget Unit you select on the Accounting Distribution page will not be on the revenue or billing transactions – the system only looks at the Fund and Budget Unit that were included on the source transaction (i.e. from the voucher). This is only needed because there is a combo edit for Account/Fund/Budget Unit for Unbilled AR, so they are needed to activate the Customer Contract.

**EXAMPLE SUMMARY:** In this example, we will see what happens if you do not include Fund and Budget Unit on the Accounting Distribution page, as well as what is needed to be done to make the updates. This walkthrough assumes you already know the steps needed to create and activate a contract, so some steps are not shown.

## PROCESS:

1. Enter contract, including a rate-based product line (i.e. GRANTS\_AS\_INCURRED), and relate that contract line to your Project(s)/Activity(ies).
2. For the rate-based product line, click the Distribution link.



The screenshot shows the SMART system interface. On the left is a menu with options like 'Create and Amend', 'General Information', 'Create Milestones', 'Support Teams', 'Contract Notes', 'Special Payment Terms', 'Fixed Fee Acctg Distribution', 'Fixed Fee Disc/Surc Acctg Dist', 'As Incurred Acctg Distribution', 'CRM Acctg Distribution', 'Amendment Details', 'Process Amendments', 'Contract Sales Orders', 'Determine Price and Terms', 'Manage Progress Payments', 'Update Contract Progress', 'Schedule and Process Revenue', 'Review Revenue', 'Forecast Revenue', and 'Schedule and Process Billing'. The main content area shows contract details for 'JOSH\_AFTER' with 'Amendment Number: 0000000000' and 'Contract Status: ACTIVE'. Below this is a table of 'Contract Lines' with columns: Line, Product, Detail, Amount Detail, Billing Plan, Revenue Plan, Contract Terms, Distribution, Internal Notes, and Ship to Customer Name. The first line is '1 GRANTS\_AS\_INCURRED' with 'In Progress' in both Billing and Revenue plans. The 'Distribution' link is highlighted with a red circle. At the bottom, there are buttons for 'Save', 'Return to Search', 'Notify', 'Add', and 'Update/Display'.

### 3. Do not update the Accounting Distribution (leave defaults)

**SMART**

Home | Worklist | Add to Favorites | Sign out

[New Window](#) | [Help](#) | [Customize Page](#) | [...](#)

**Accounting Distribution**

Department of Health & Human Services

Contract: JOSH\_AFTER Line Num: 1 Description: Grants rate-based contract

Negotiated Amount: 0.00 Unit: 17100 Currency: USD

**Accounting Distributions**

\*Effective Date: 06/21/2010

**Revenue Forecast**

Percentage	Amount	GL Unit	Distribution Code	Dept	Account
100.00000000	0.00	17100	AR_REIMB		440100

**Unbilled AR**

Percentage	Amount	GL Unit	Distribution Code	Dept	Fund	Bud Unit	Program	Account	Project	Svc Loc	Any Use	Chartfield 2	Fun
100.00000000	0.00	17100	AR_UNBILL					130110					

[Return to General Information](#)

[Save](#) [Return to Search](#) [Notify](#)

### 4. Attempt to activate Contract. You will receive an error message, as expected. **NOTE:** This goes for all Contracts that are in Pending status. If you have already entered and activated contracts (during manual conversion), then this is not an issue.

**SMART**

Home | Worklist | Add to Favorites | Sign out

[New Window](#) | [Help](#) | [Customize Page](#) | [Saved](#)

**Contract**

Contract Number: JOSH\_AFTER Sold To Customer: Department of Health & Human Services

\*Contract Status: PENDING

[Add to My Contracts](#)

Description: AFTER Processing Status: Pending

Contract Admin: STATE Amendment Status

Region Code: CONTRACTS

Contract Type: CRRNT

Currency Code: USD

Exchange Rate Type: 06/21/2010

Contract Signed: 06/21/2010

Last Update Date/Time: 06/21/2010 9:17:00AM

Last Update User ID: KFC\_SUPERUSER

**Summary of Amounts**

Go To: [Billing Plans](#) [Revenue Plans](#) [Milestones](#) [Renewals](#) [Amount Allocation](#) [More](#)

[Save](#) [Return to Search](#) [Notify](#) [Add](#) [Update/Display](#)

[General](#) | [Lines](#)

### 5. Add the Accounting Distribution (Account, Fund, and Budget Unit) – you will have to click on the Correct History button first.

**SMART**

Home | Worklist | Add to Favorites | Sign out

[New Window](#) | [Help](#) | [Customize Page](#) | [Saved](#)

**Accounting Distribution**

Department of Health & Human Services

Contract: JOSH\_AFTER Line Num: 1 Description: Grants rate-based contract

Negotiated Amount: 0.00 Unit: 17100 Currency: USD

**Accounting Distributions**

\*Effective Date: 06/21/2010

**Revenue Forecast**

Percentage	Amount	GL Unit	Distribution Code	Dept	Account
100.00000000	0.00	17100	1717021000		440100

**Unbilled AR**

Percentage	Amount	GL Unit	Distribution Code	Dept	Fund	Bud Unit	Program	Account	Project	Svc Loc	Any Use	Chartfield 2	Fun
100.00000000	0.00	17100			3414	0444		130110					

[Save](#) [Return to Search](#) [Notify](#)

6. Activate the contract and click Save.

The screenshot displays the SMART system interface. The top navigation bar includes links for Home, Worklist, Add to Favorites, and Sign out. The left-hand menu is expanded to show the 'Amendments' section. The main content area is titled 'Amendments' and contains the following information:

**Contract Number:** JOSH\_AFTER  
**Amendment Number:** 0000000000  
**Sold To Customer:** Department of Health & Human Services  
**\*Contract Status:** ACTIVE

**Buttons:** Amend Contract, Add to My Contracts

**Description:** AFTER  
**Contract Admin:** STATE  
**Region Code:** CONTRACTS  
**Contract Type:** CONTRACTS  
**Currency Code:** USD  
**Exchange Rate Type:** CRRNT  
**Contract Signed:** 06/21/2010

**Processing Status:** Active  
**Amendment Status:**  
**Business Unit:** Kansas Health Policy Authority  
**Contract Classification:** Standard  
**Last Amended:**  
**Start Date:** 06/21/2010  
**End Date:** 06/21/2011  
**Last Update Date/Time:** 06/21/2010 9:28:00AM  
**Last Update User ID:** KPC\_SUPERUSER

**Other Information**  
**Summary of Amounts**

**Go To:** Billing Plans, Revenue Plans, Milestones, Renewals  
**Buttons:** Save, Return to Search, Notify, Add, Update/Display